

SECRET

9 November 1954

MEMORANDUM FOR: Office of General Counsel

STAT

ATTENTION: [redacted]

SUBJECT: Publication of the Opinions of the Office of
General Counsel

1. Your memorandum on the above subject has been read with great interest. The Clandestine Services elements are greatly interested in receiving a periodic statement of the opinions promulgated by your office. You may already have been advised of this fact since Mr. John Warner of your office, during a recent meeting of the Chiefs of Administrative Staffs, DD/P, was advised that such an issuance would, without question, be of notable assistance to them.

2. I have noted with interest your suggestion that discussions might be held concerning the nature of these issuances. I will be happy to have a member of my staff participate with you in this regard. Please advise me as to the appropriate time and place.

STAT

[redacted]
Chief of Administration, DD/P**SECRET**

UNCLASSIFIED CONFIDENTIAL SECRET
Approved For Release 2004/05/12 : CIA-RDP62-00631R000300200036-9
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Deputy Dir. (Administration)	PWS	10/21/54
2	Assistant Dir. for Personnel	CD	26 OCT 1954
3	Director of Security - 1060 E.	SE	1 Nov 54 1 Nov 54
4	Chief of Administration, DD/P		
5	Chief, Regulations Control		
FROM	6. DD/A - 225 Admin. Staff	INITIALS	DATE
1	Office of General Counsel		20 Oct.
2			
3			

- | | | |
|--------------------------------------|---|------------------------------------|
| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> INFORMATION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> ACTION | <input type="checkbox"/> DIRECT REPLY | <input type="checkbox"/> RETURN |
| <input type="checkbox"/> COMMENT | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION | <input type="checkbox"/> FILE |

Remarks:

ILLEGIB

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ER-6-1680
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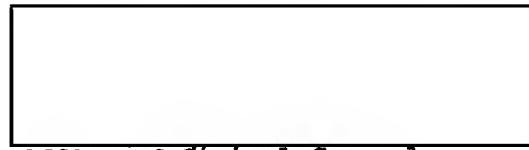
20 October 1954

JW/A ✓

MEMORANDUM FOR: Assistant Director for Personnel ✓
Comptroller ✓
Director of Security —
Chief of Administration, DD/P —
Chief, Regulations Control Staff ✓

SUBJECT : Publication of the Opinions of the Office of General Counsel

1. Enclosed are the recommendations of this office with regard to the publication of its opinions. Your concurrence is requested. Should you wish to comment on the recommendations, it is suggested that you attach a separate sheet containing such commentary and refer to that sheet beside your signature on the concurrence sheet.
2. It is anticipated that discussions between interested parties will be held prior to any actual publication. Such comments as you submit will form the agenda for these discussions.
3. You are requested to return your comment or concurrence to this office by Friday, November 5, 1954.



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Office of General Counsel

Enclosure

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20 October 1964

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Publication of Opinions of the Office of General Counsel

1. For some time, this office has had under consideration the general matter of the publication of its opinions. This consideration has been occasioned by reference to the fact that most government departments publish the opinions of their general counsels, at least for internal consumption, and to the fact of there having been frequent requests for such publication by various components of the Agency.

2. Our general thoughts in the matter are set out below. While these reflect our research, we do not contend for them that either they are definitive or all-inclusive. It is impossible to anticipate every contingency which will arise once a system of opinion publication is gotten underway. Likewise, there may be considerations we have not taken into account. However, we believe that they constitute an adequate frame-work within which to make a beginning, and subject to alteration as time, experience and the opinion of the Agency components may indicate this or that proposed method to be unsatisfactory.

a. OGC Opinions Editor: One of the attorneys within the Office of General Counsel will be designated the Opinions Editor. He will be responsible for all matters generally pertaining to the publication of office opinions and will discharge this responsibility under the general supervision of the General Counsel and the Deputy General Counsel. Initially, the attorney so designated is [redacted]

b. Pre-Publication Processing: Immediately upon the completion of the opinion by the attorney concerned the signed original will be sent to the requesting office and the green chrono copy will be sent to the Opinions Editor. He will accomplish the following:

(1) Decide whether the opinion is suitable for publication, i.e., is of a sufficiently general nature as to be of interest to offices other than the requesting office. If he decides that it is suitable for publication, further he will:

(2) "Sterilize" it by the deletion of place and personality names and the substitution therefor of "Country A", or something of this nature, and initials;

(3) Put the opinion in proper format for publication, i.e., delete the To, From and Subject lines, add a headnote, etc.;

(4) Clear the opinion in this form, with the requesting office and make any additional changes requested by that office and agreed to by him;

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(5) On the second Friday of each month, collect all opinions which are thought to warrant publication and have been processed as above and forward these to the Chief, Regulations Control Staff, for printing and distribution.

c. Publication: The reproduction and dissemination of the opinions will be the responsibility of the Regulations Control Staff. It is felt that the opinions adequately may be reproduced on a "Duplicat" machine and that the sheets should be punched for loose-leaf filing. However, particulars of this nature can be worked out between the Opinions Editor and the Chief, RCS. The matter of dissemination raises a problem which will have to be dealt with on at least partially the basis of a memorandum originating with the RCS which will solicit expressions of opinion from about 30 components within the Agency as to whether copies of the published opinions are desired and, if so, how many. Additionally, the matter will be coordinated with security.

d. Filing: Any suggestion with regard to a filing system to be adopted by all receiving offices purposely has been withheld. It is felt that each individual office is the best judge of the type of filing system for the opinions which it cares to adopt.

3. It is the opinion of this office that publication of its opinions should be undertaken within the framework described above. It is intended that, prior to any actual publication, problems of final format and distribution will be resolved in coordination with appropriate components.

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Office of General Counsel

CONCURRENCES:

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Deputy Director (Administration)

19 Nov 54

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D~~Ch~~ief of Administration, DD/P

(DD/A recommended that published opinions be made for signature of Acting General Counsel)

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Assistant Director for Personnel

Director of Security

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Chief, (Regulations Control Staff)

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Comptroller
Director of Security
Chief of Administration, DD/P
Chief, Regulations Control Staff

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Office of General Counsel

ILLEGIB

Distribution
cc: AD/P/
Comptroller
CAO - DD/P
Chief, RCS
Dir. of Sec.

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SECRET

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ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

Office of General Counsel

NO.

DATE

17 November 1954

TO	ROOM NO	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. DD/A	226 Admin.				All parties have not signed concurrence sheet; however all have initialed routing slip. It is assumed that no further comment will be forthcoming.
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